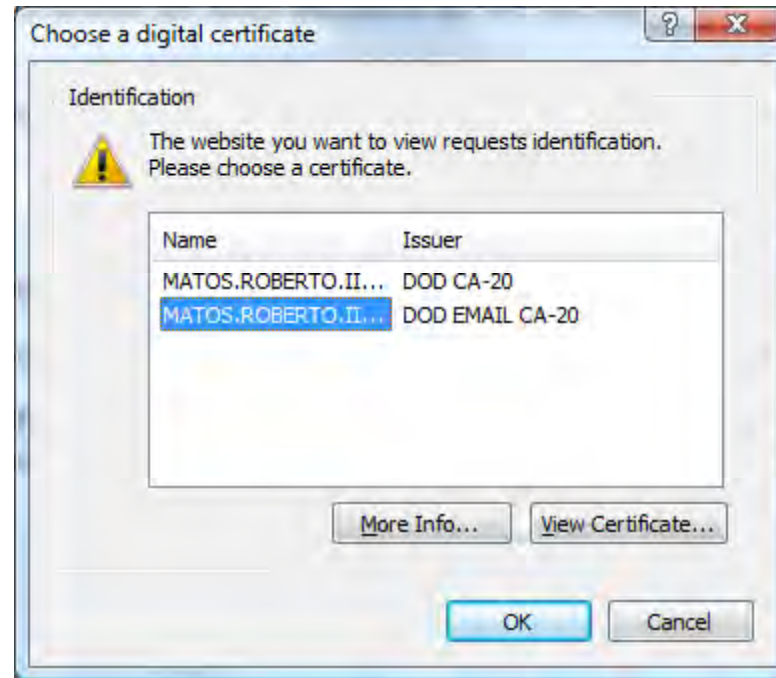


# Configure Outlook For Your Enterprise Email Mailbox

*This is to be done AFTER migration!*



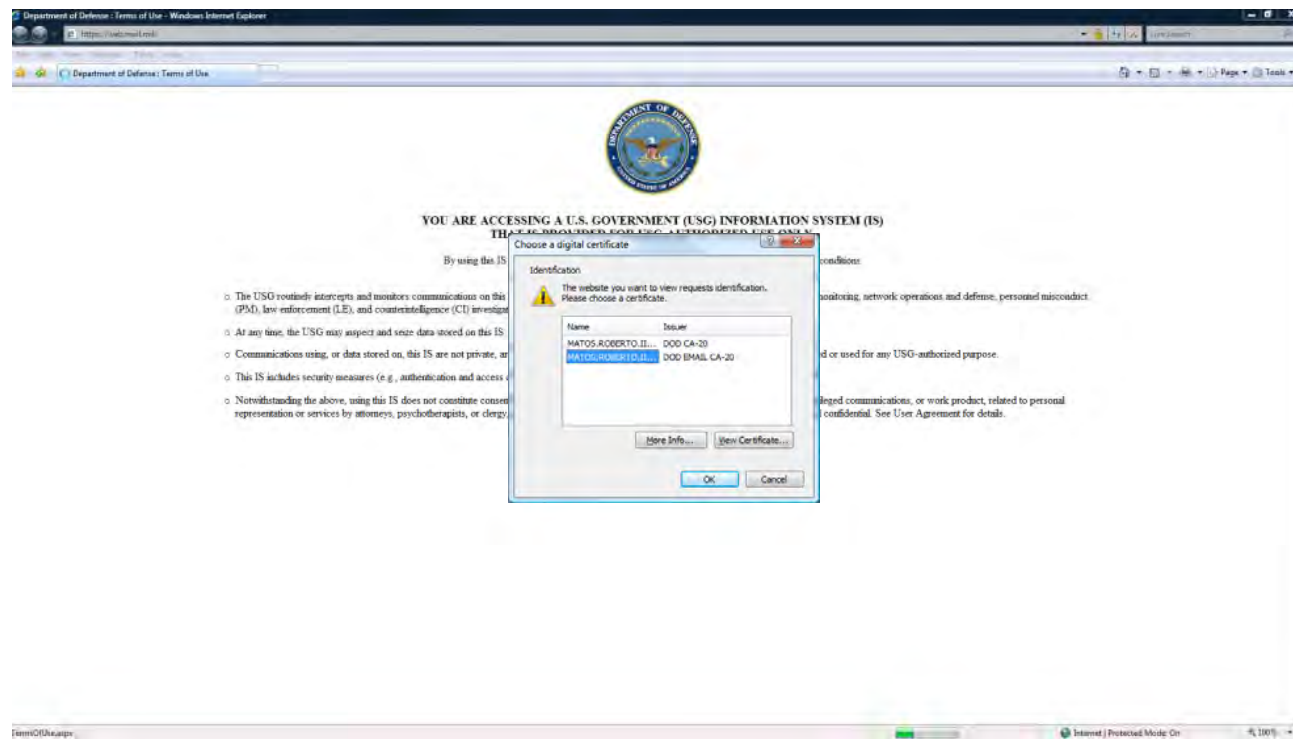
Open Internet Explorer and type  
<https://web.mail.mil/> and hit the Enter key.



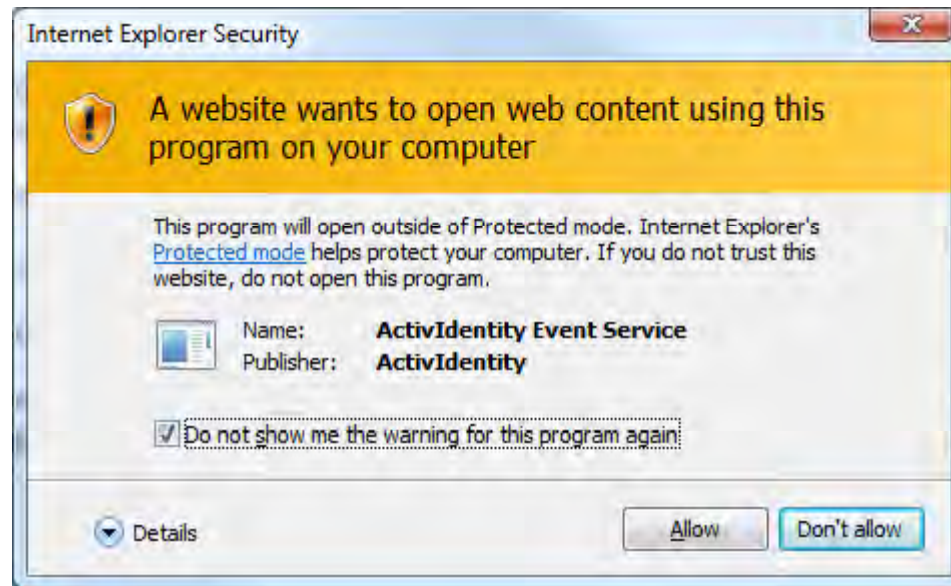
You will then be prompted to choose a certificate to be able to access the site. Choose your Email certificate and click OK.



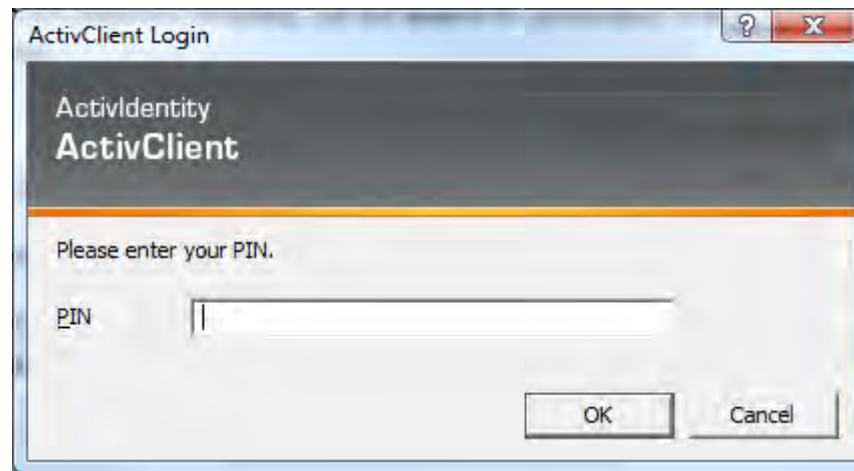
The website will then load, read the terms of if you accept click I Accept.



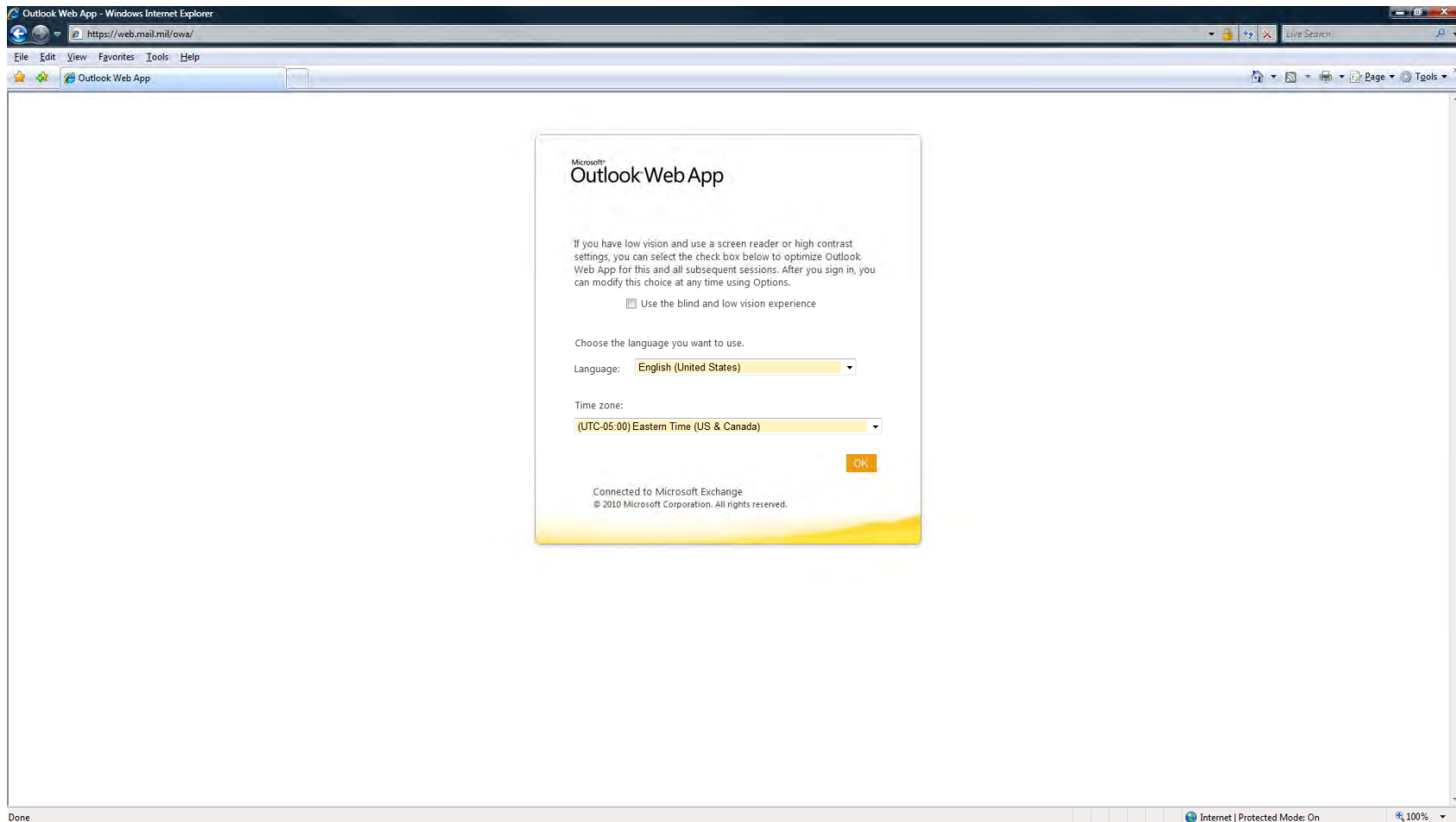
You will again be prompted for to choose a certificate. Choose your email certificate and click OK.



SOME user may be prompted with an Internet Explorer warning. Click Do not show me the warning for this program again and then click Allow.

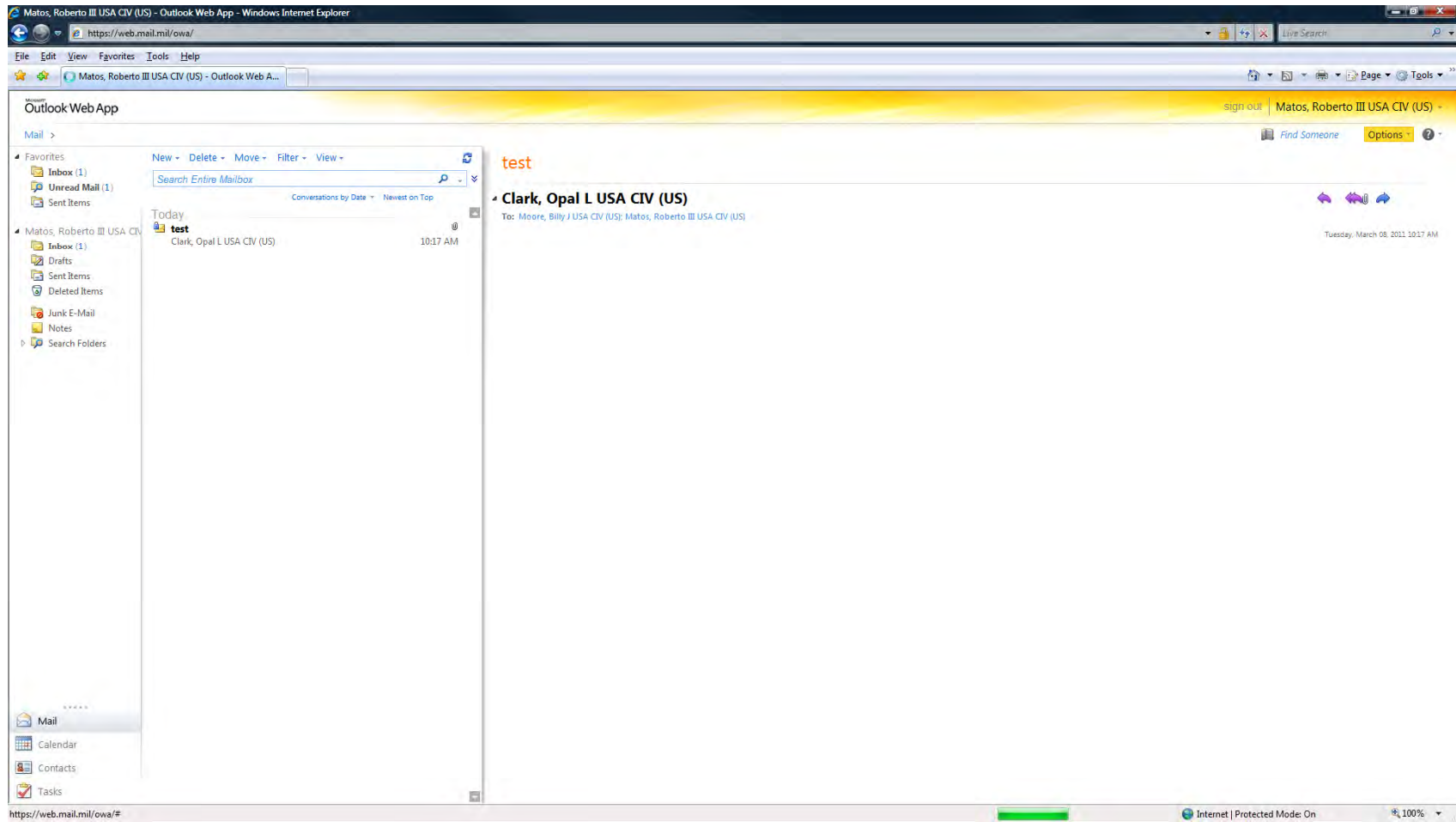


You will then be prompted to enter your PIN for authentication  
enter your PIN then click OK.

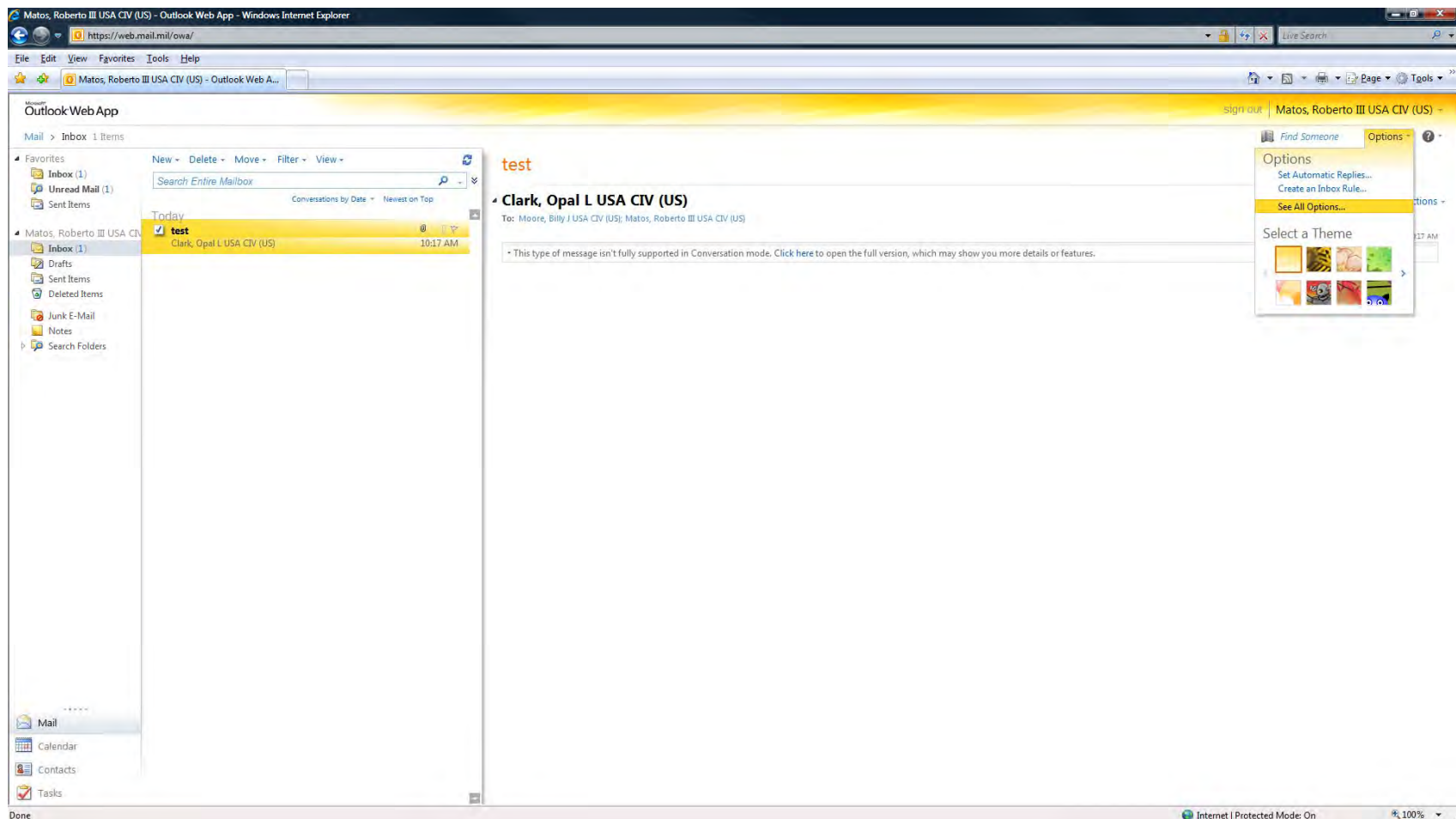


After authenticating Internet Explorer will load this page select ensure you select the correct Language and Time Zone then click OK.

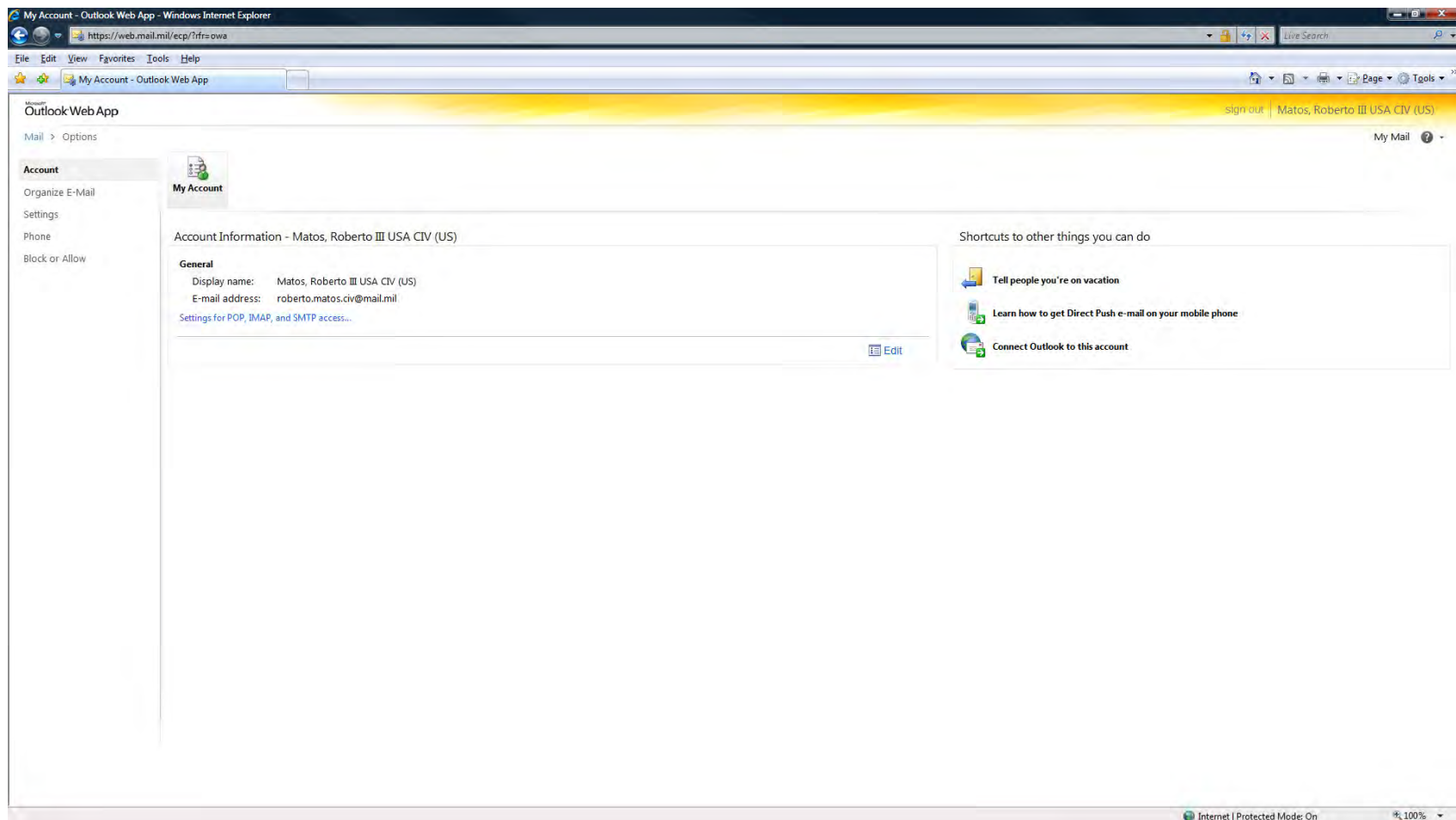




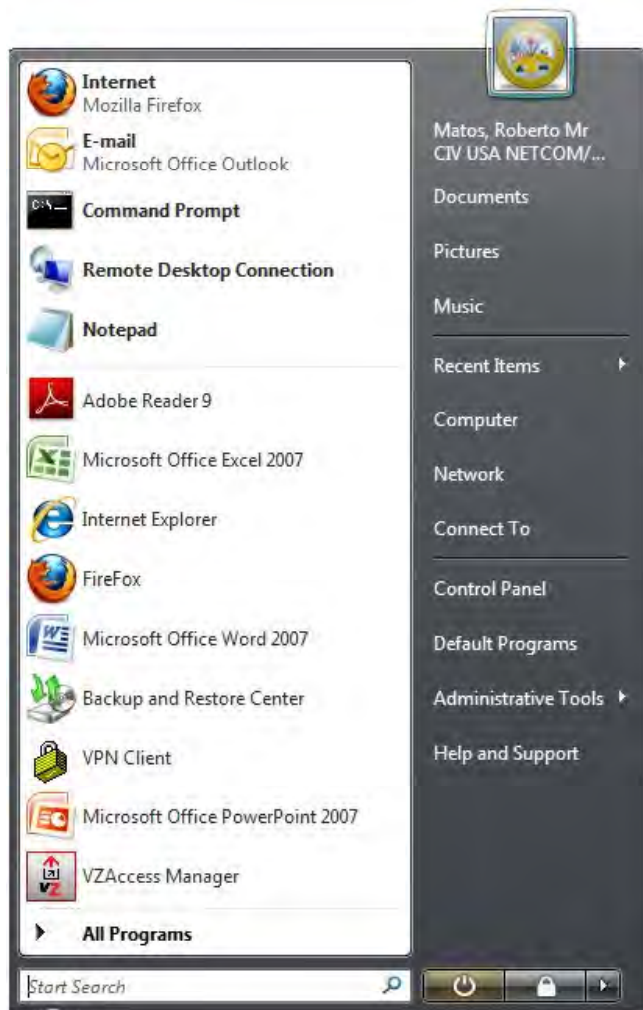
After you click OK your mailbox will load.



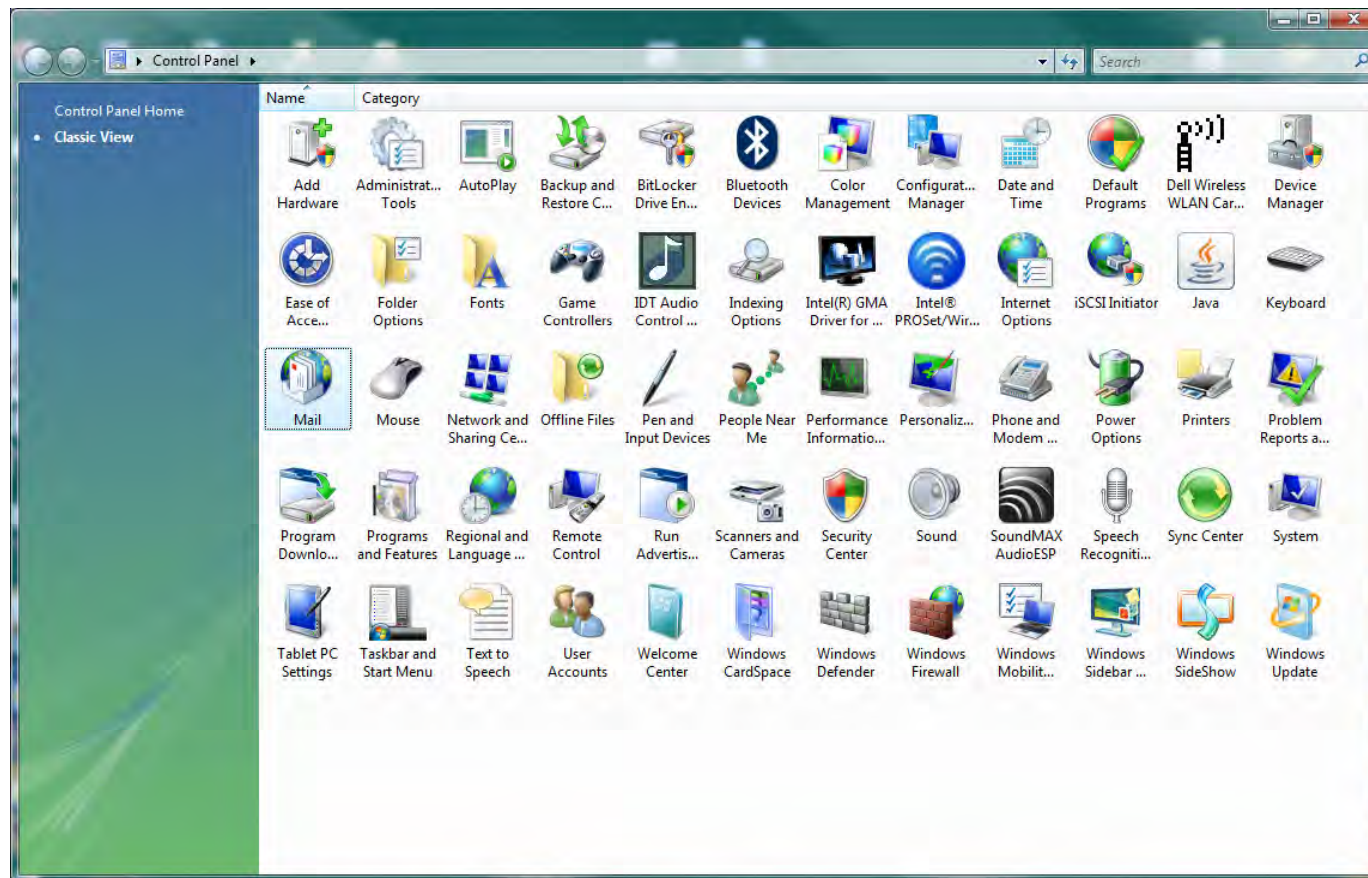
After your mailbox loads in the upper right corner click Options then go down and click See All Options...



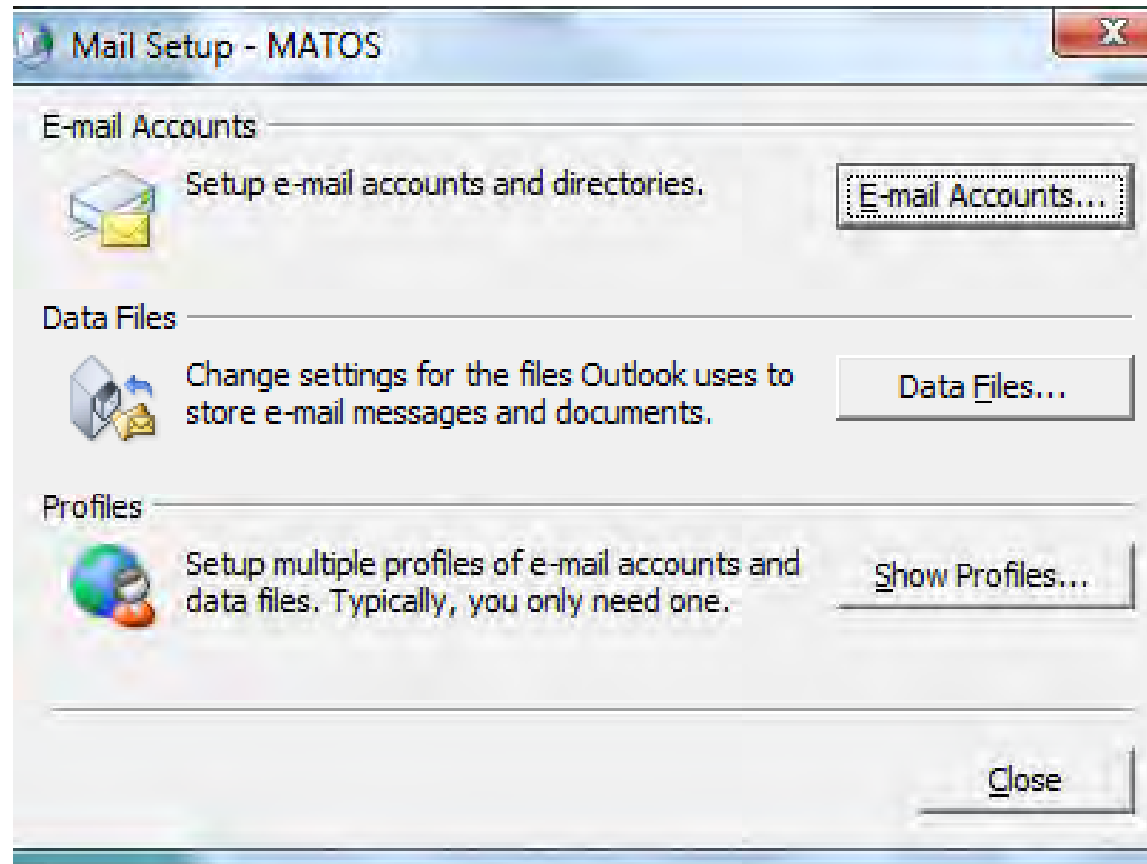
This page will load after you click See All Options... It will have your display name and your new Enterprise Email Address. WRITE DOWN YOUR EMAIL ADDRESS. You will need your Email Address to setup Outlook.



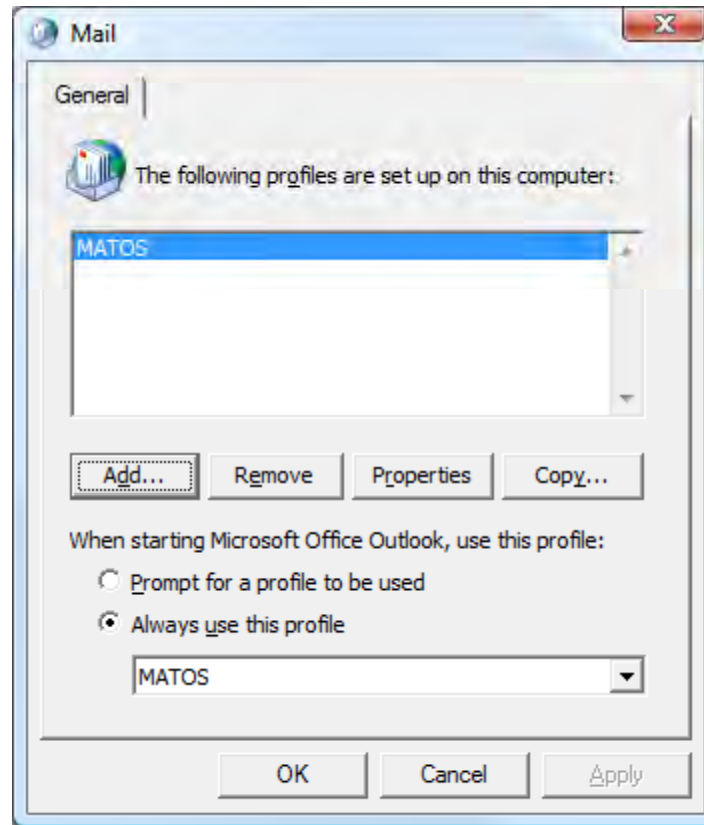
Make sure Outlook is closed.  
Then open your start menu and  
click Control Panel.



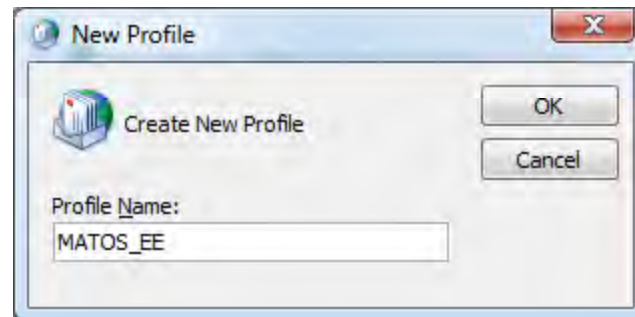
When the Control Panel opens click on Classic View on the left side after the Control Panel reloads double click Mail.



The Mail Setup window will pop  
click on the Show Profiles button.



Click the Add button continue to add your Enterprise Email account.



In the New Profile window create a name for your Enterprise Email account and then click OK.



**Add New E-mail Account**

**Auto Account Setup**  
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

**Your Name:** Matos, Roberto Mr CIV USA NETCOM/9TH SC A 7TH  
Example: Barbara Sankovic

**E-mail Address:** roberto.matos@us.army.mil  
Example: barbara@contoso.com

☐ Manually configure server settings or additional server types

< Back   **Next >**   Cancel

You are going to edit the Email Address field with your new Enterprise Email address.

**Add New E-mail Account**

**Auto Account Setup**  
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

**Your Name:** Matos, Roberto Mr CIV USA NETCOM/9TH SC A 7TH  
Example: Barbara Sankovic

**E-mail Address:** roberto.matos.civ@mail.mil  
Example: barbara@contoso.com

**Password:**

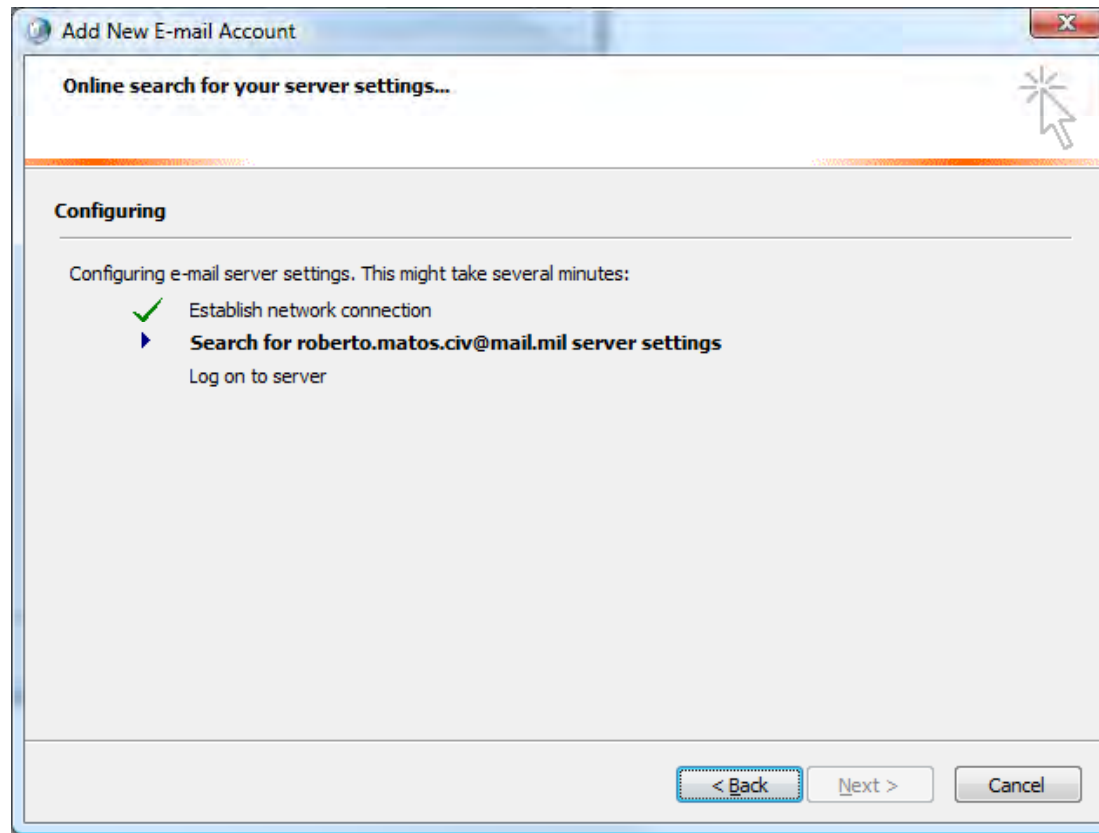
**Retype Password:**

Type the password your Internet service provider has given you.

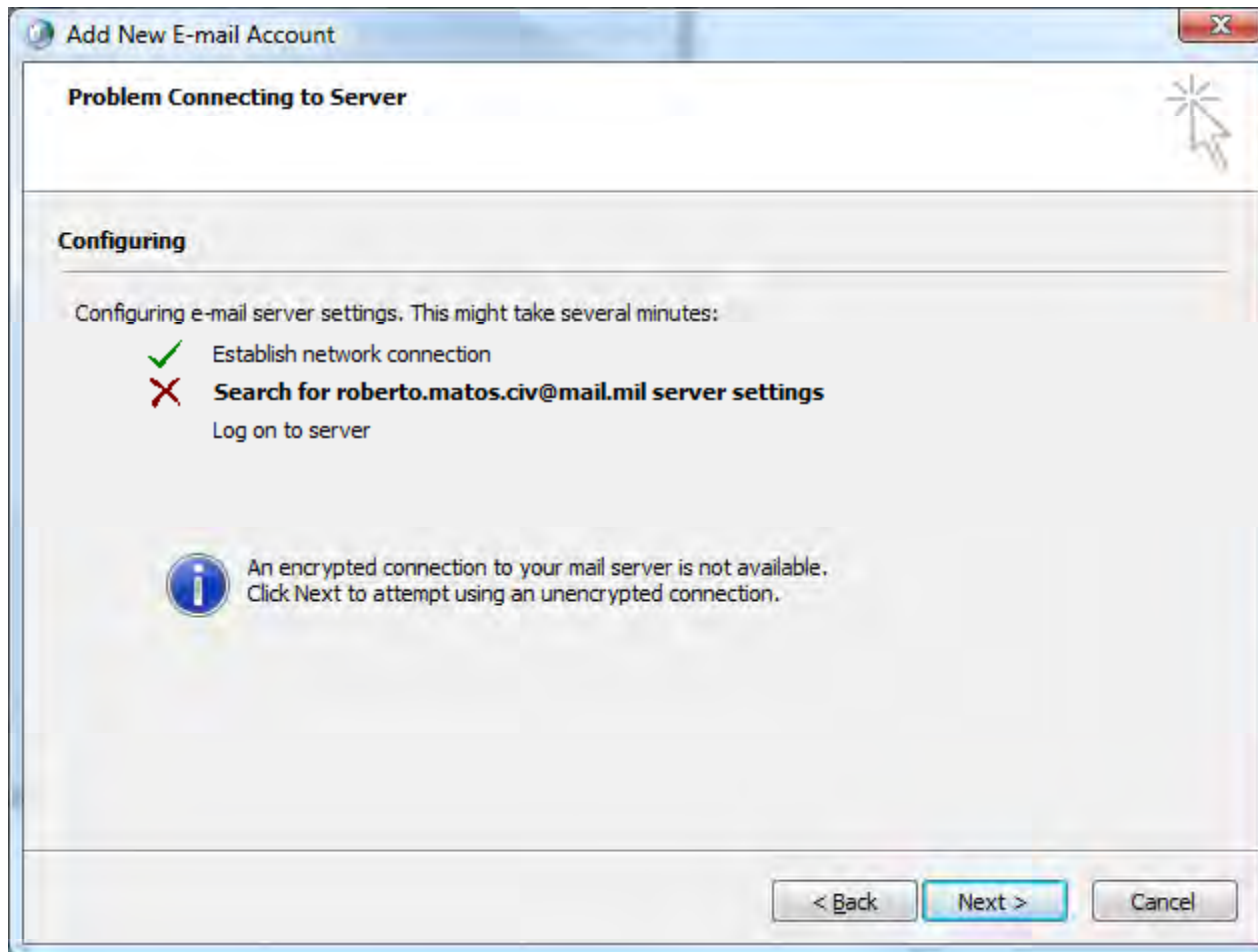
☐ Manually configure server settings or additional server types

< Back   **Next >**   Cancel

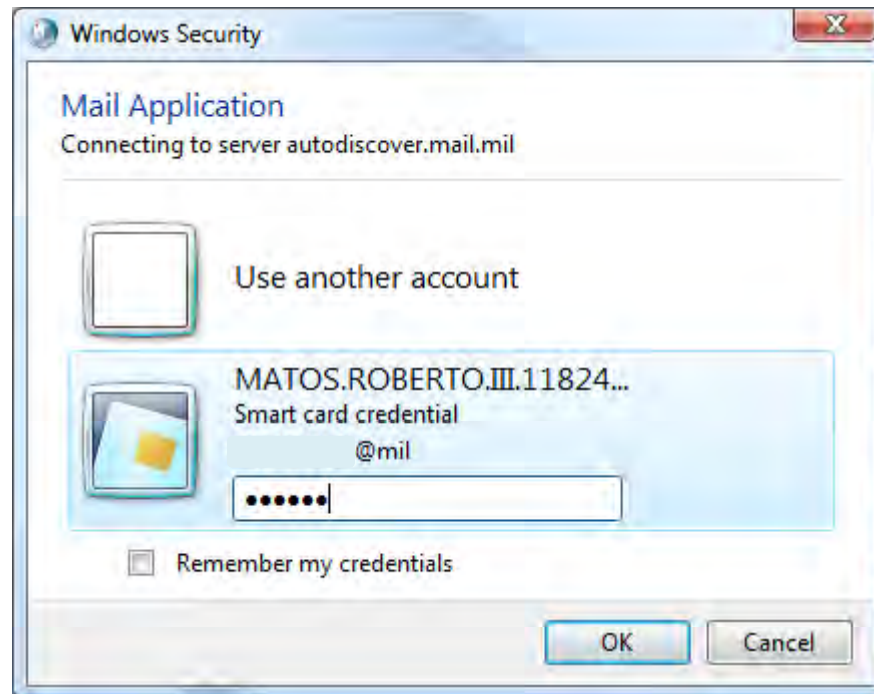
After entering your new email address the window will change. Do NOT enter anything in the password fields. Click Next>.



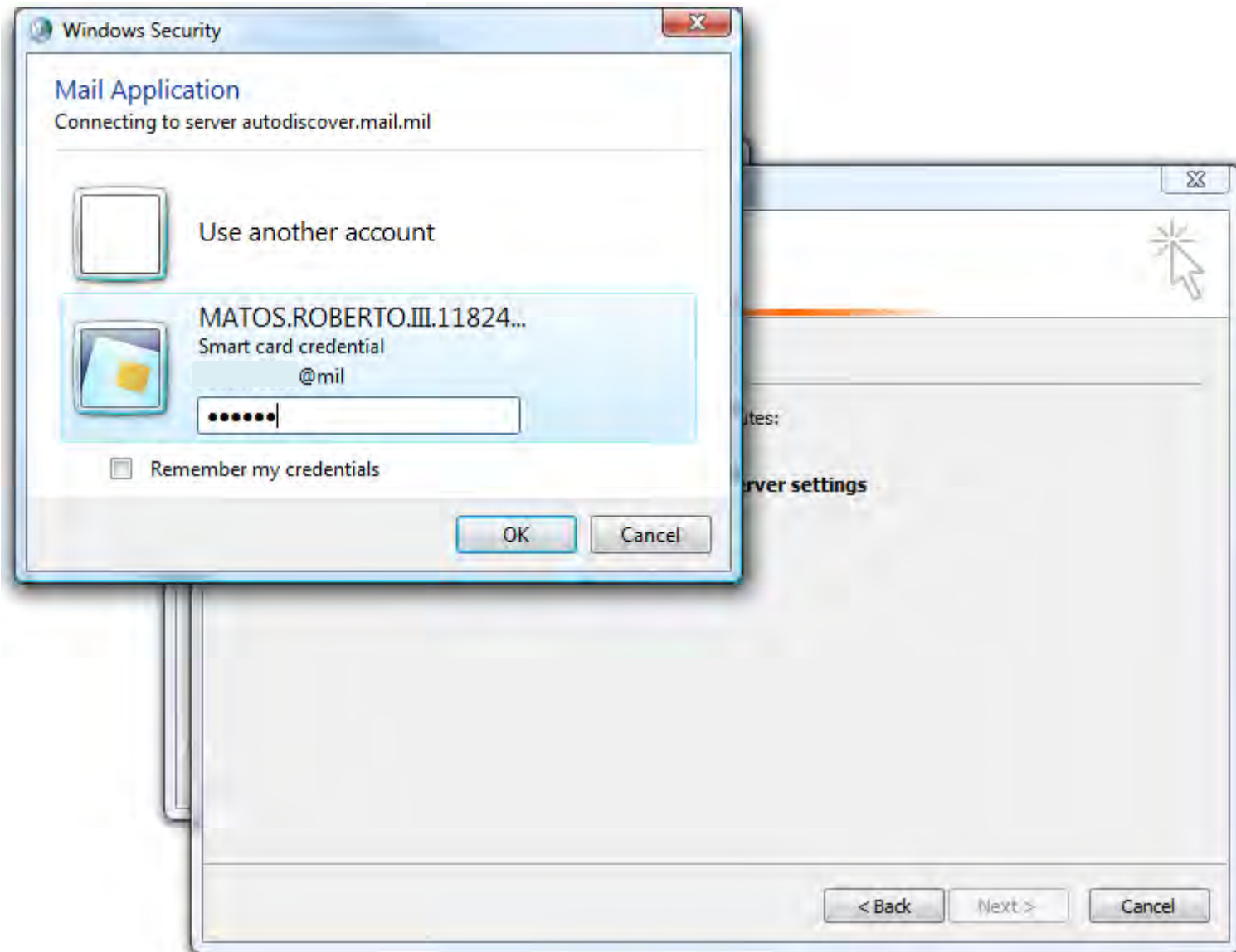
Outlook will then begin to auto configure your mailbox and setting.



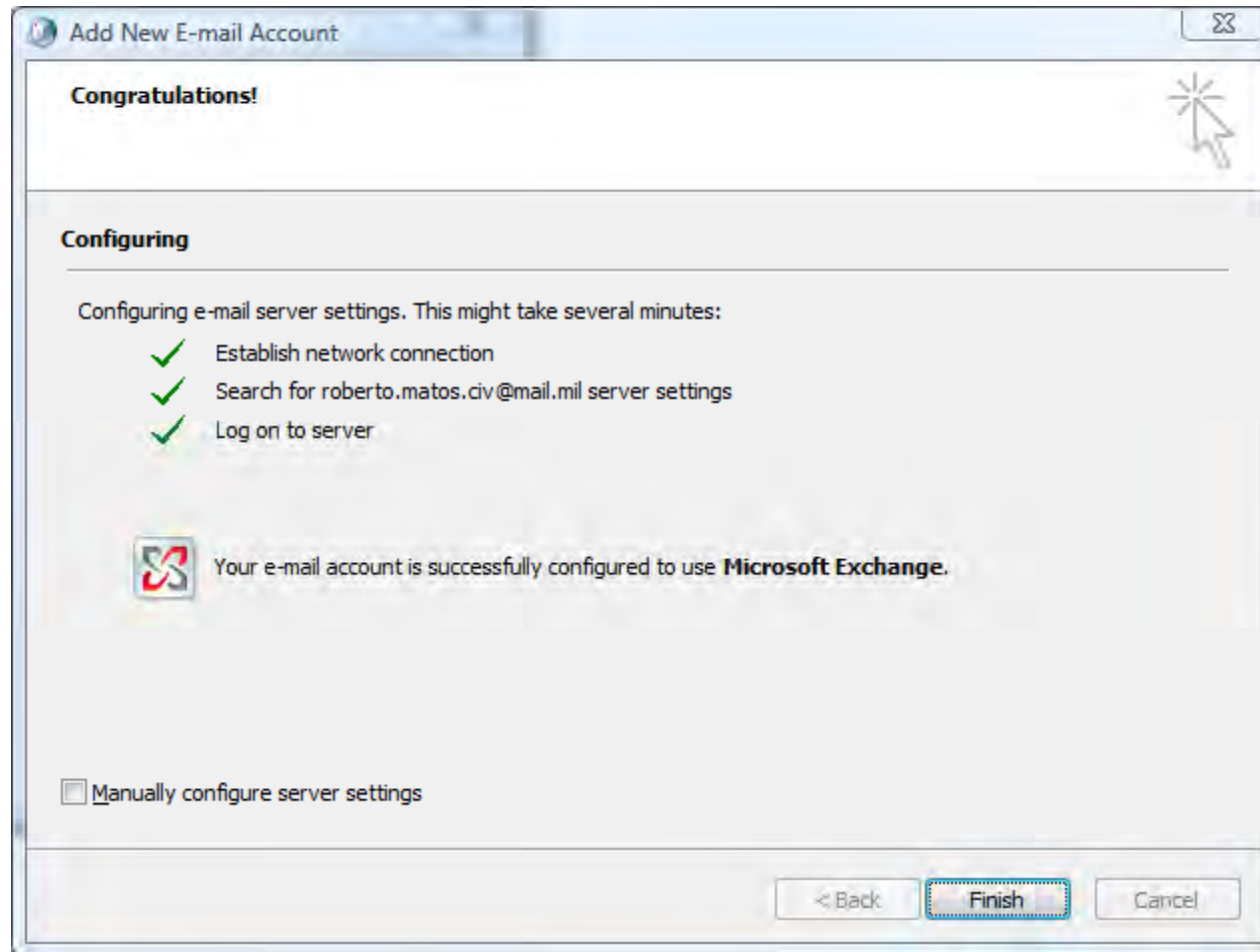
If you get this window there is a issue and please notify ITS.



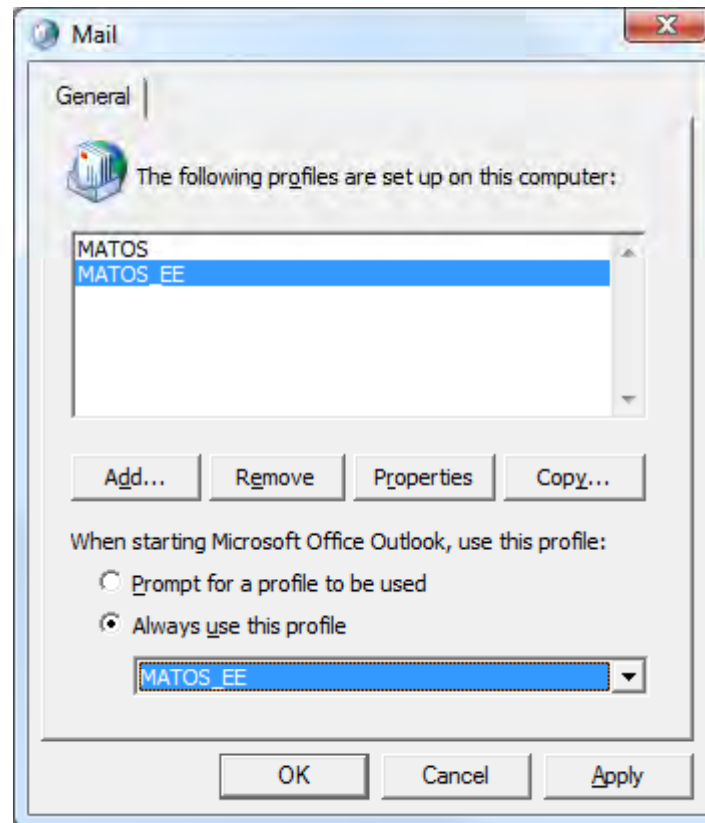
If everything is setup correctly you will be prompted for authentication  
enter your PIN.



You will be prompted again for authentication. Enter your PIN and click OK.

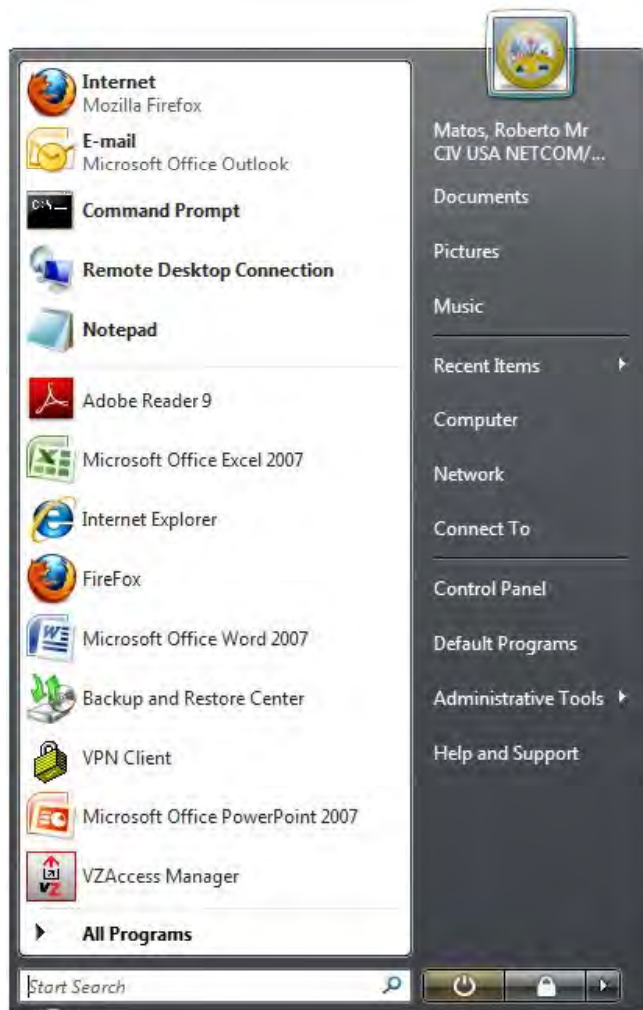


If you entered your PIN you will get the above window. Click Finish to proceed.

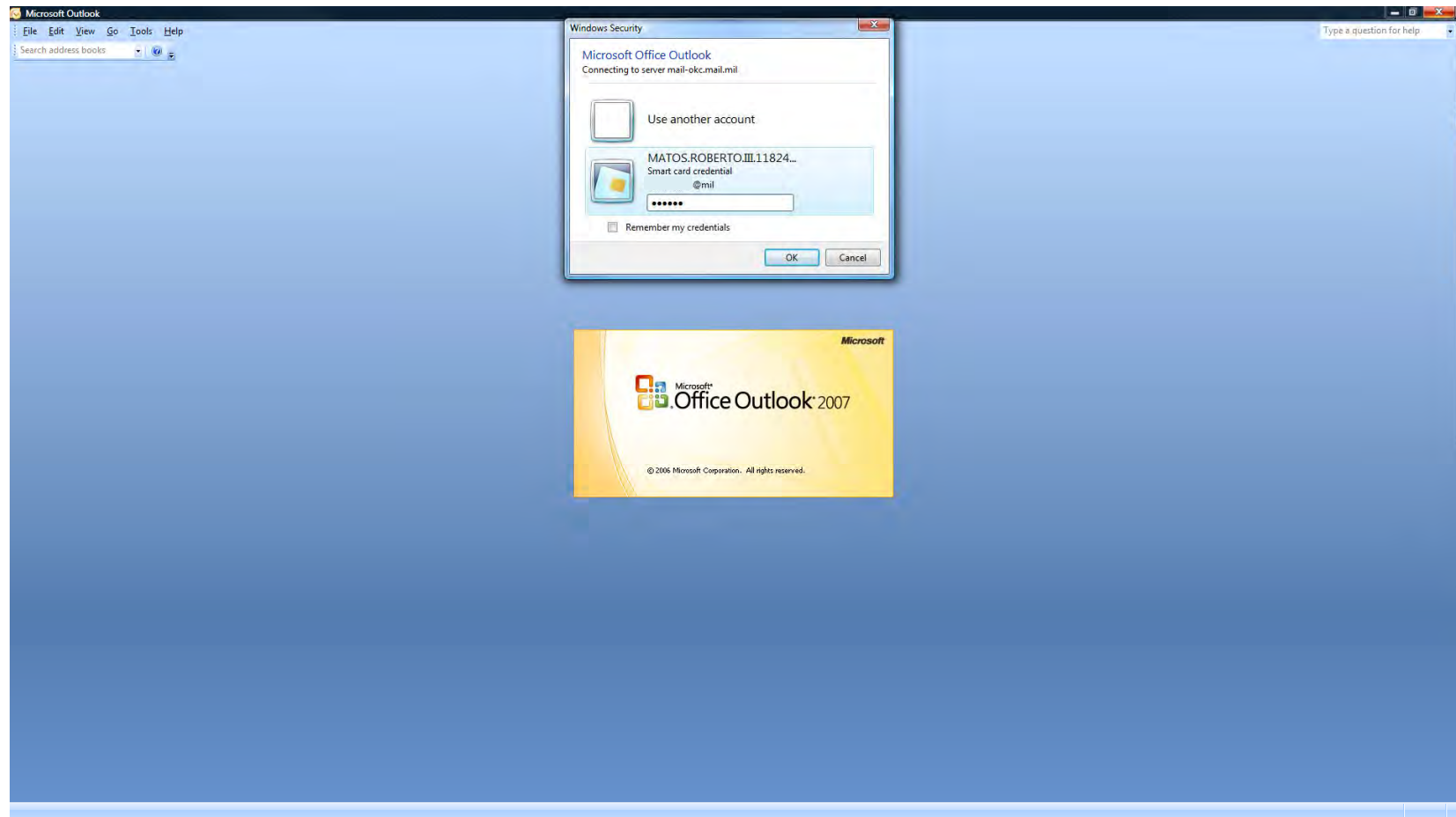


In this window make sure that the account you just created is selected in the dropdown and make sure that the Always use this profile radio button is selected and click OK.

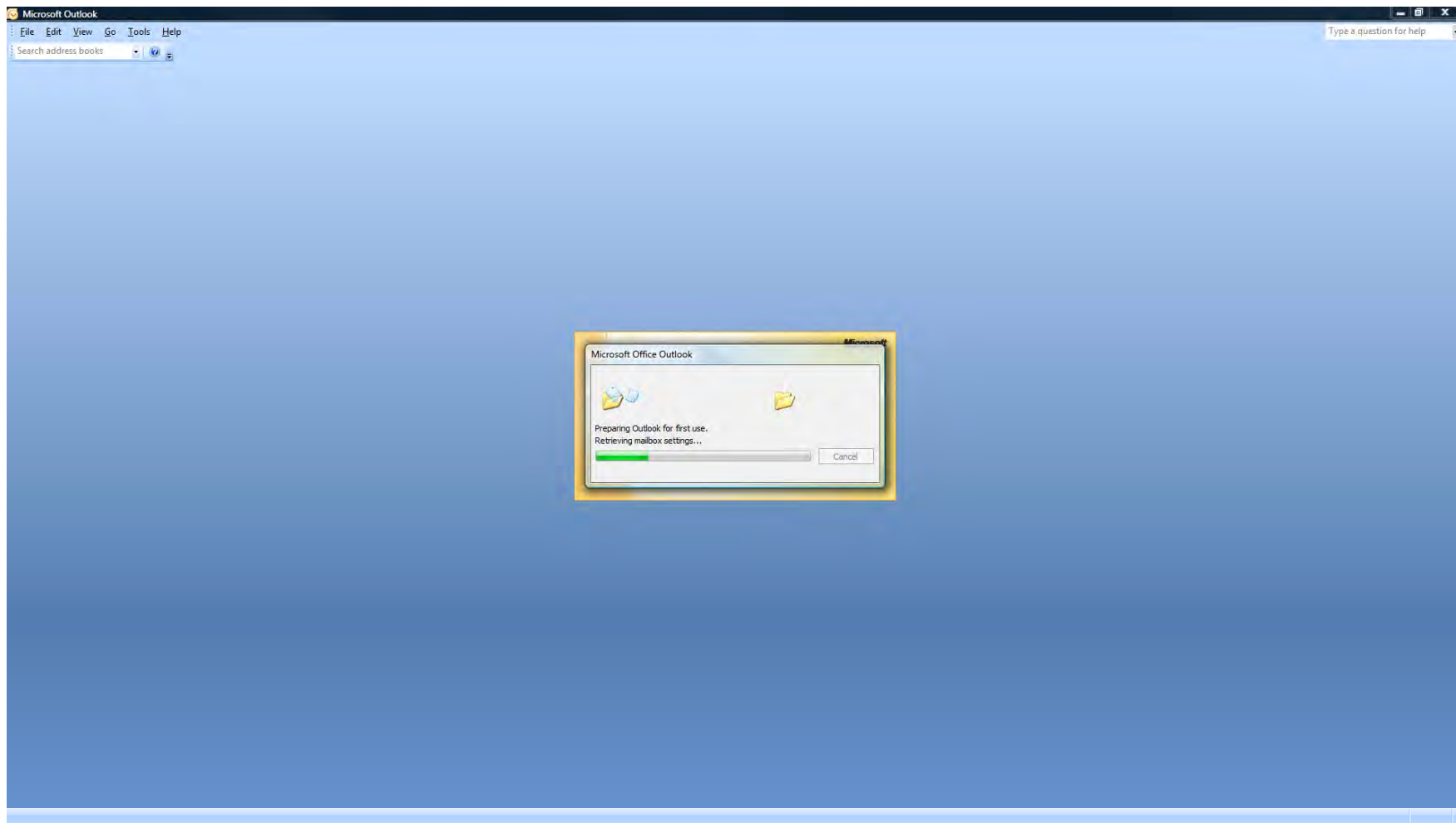




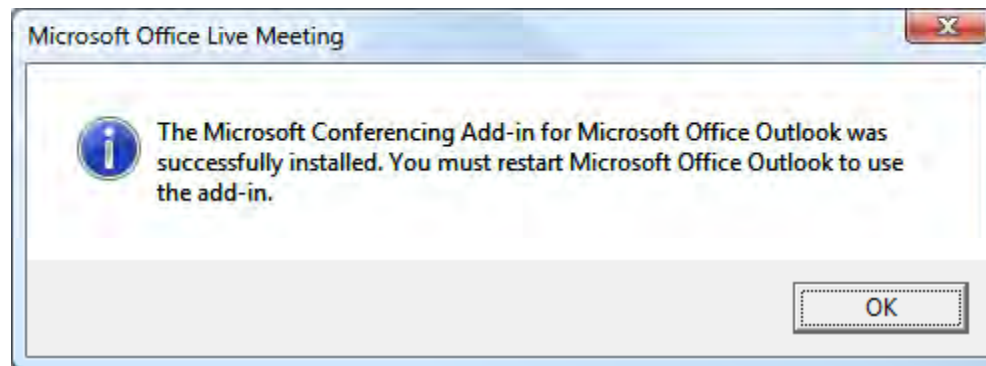
Open your start menu and click Email.



After Outlook is loaded you will be prompted to authenticate with the Exchange server. Enter your PIN and click OK.



After you authenticate Outlook will pull in your mailbox setting and when it is complete it will display your inbox.



For those users that have Microsoft Office Chat installed you will receive a popup check Don't show me this message and then click Yes. After click Yes you will receive another popup, click OK.